

APPLICATION FOR RECORDS RETENTION SCHÊDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Georgia Department of Transportation Application Number Application Date Office of Contract Administration September 19, 1985 Room 227 **Date Completed** Date Received Application Number Atlanta, Georgia SEP 2 4 1985 3 1986 Telephone Number **Working Title** 2. Person to Contact Leon Mathis Engineer Tech. V 656-6152 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. ZXAmend Application No. 73-468A _ Check One: ⊠xChange; ☐ Supercede; ☐ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest 1974 Present Rejected Contractor's Bid Proposal File What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Office of Construction is reponsible for lending technical advice to the seven (7) Distrcit Offices on construction, for reviewing the construction within the Department from the quality standpoint, for making deceisions for the State Highway Engineer related to construction contracts and for generally overseeing construction projects of the Department. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: rejecting bid proposals submitted by contractors for the construction of Highway projects. Included are: Contractor's Proposal Special Provisions Supplemental Specifications File is arranged: Chronologically by letting date How often are records referred to which are: l kef. per yr. 8. Monthly Reference Rate 40 : Seven to twelve months old 21 ; Thirteen to twenty-four months old extensively One to six months old _ M. Hass twenty-five months and older ___0 10/10/85 9. Annual Rate of Accumulation of Records 144 cu. ft. yearly _____; Other (specify) _: Shelves _ _____; Legal-size drawers ___ Letter-size drawers ___ AR-50-71; Rev. 76

a. Is this the official copy of the series? If not, where is it?	-
b. Does the series contain confidential information requiring security handling? If yes, cite law or requ	lation.
x Only accepted proposals become public records	
X c. Is this a vital record? X d. Does this series have historical or long term research value?	·
e. When one or two documents in the file make it necessary to keep the entire file for a long period, co	uld these
X documents be scheduled separately?	
* f. Is the information contained in this series ever published? If yes, attach copy, g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?	
y. Is the information contained in this series ever analyzed and/or recorded in a summarized report? X If yes, attach copy.	
h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?	
X i. Is this series (or a major portion of it) regularly microfilmed?	
X j. Does the record series result in a computer printout? 11. Retention Requirements The following requires the series to be kept:	<u> </u>
The following requires the series to be kept.	
a. State Lawyears. d. Audit period	years.
	years.
c. Federal lawyears. f. Federal retention instructions	years.
Attach copy or excert of laws or regulations. Explain administrative need.	
Office reference requires 7 year retention for current and future bid-rigging i	nvestigations.
O.C.G.A. States that all felonly prosecutions must be brought within 4 years af	المنافسين المعالم
of crime, but provides for extension of time in certain circumstances (see atta	ter commission ched).
12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:	
□ Calendar Year; □ Fiscal Year; W Other June 30 and Dec. 3	$\frac{1}{2}$ then,
X Hold in the current files area 6, mo month(s) year(s); then	
Transfer to local holding area; hold year(s); then Transfer to State Records Center; hold $\frac{6}{1/2}$ year(s); then	/
25 Destroy.	
□ Transfer to State Archives for permanent retention.□ Other (Specify)	
Cities (Speciny)	
Cultur	
Recommended retention period fulfuills administrative requirements.	
'	
t to the second	
	•
These instructions apply to all prior and future accumulations of the series.	,
Agency Head/Designee (Signature) Date Records Management Officer (Signature)	Date
I leven L. Walker 9/19/85 mutha B Beck.	9/19/85
State Records Committee (Signature)	Date
Recommendations in para-	/ /
graph 12 are approved. State Auditor/Designee Number Number Number State Auditor/Designee	11/14/86
(If disapproved, attach letter of explanation.) Secretary of State/Designee 4 dwaw Wellow	11/12/86
Attorney General/Designee	10 111
AR-50-71; Rev. 76 (Reverse Side)	1/9/55



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

1. Agency Address

FOR RECORDS MANAGEMENT L

Attention: Scheduling	Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Dept. of Transportation	Application Number
October 9, 1984	Office of Contract Administration	13-468-A
Application Number	Room 227	Date Received Date Completed
	Atlanta, Georgia 30334	OCT 1 8 1984 DEC 0 7 1984
2. Person to Contact	Working Title	Telephone Number
Phil King	Eng. Contract Spec. I	II 656-5293
3. Action Requested		
3. 🔲 Establish Retention	Schedule; record will continue to accumulate.	
•	ccumulation; no further accumulation anticipated.	•
	No. 73-468-A Check One: XX Change; D Superce	
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	Trerent)
1974 Present	Rejected Contractor's Bid Proposal F	ile
6. Division and Office Function		
6. Division and Office Punction	in What is the function of the Division and the Office in	AUCH THIS LECOLD SELIES IS CLEATED.
The Office of Const	ruction is responsible for lending technic	al advice to the seven (7)
	construction, for reviewing the construct	
	andpoint, for making decisions for the Sta	
	tion contracts and for generally overseein	g construction projects
of the Department.		
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		·
7. Record Series Description	This file contains the following documents (include form nu	umbers and titles, if any):
	Attach samples of the file.	
	ejecting bid proposals submitted by contraction ignumbers by contractions are specifically by the second section of the second s	tors for the construction of
	itractor's Proposal	
	ectal Provisions	
Sup	oplemental Specifications	•
•		
•		
File is arranged: Chi		T^{\prime}
The is arranged. CM	ronologically by letting date	
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old4(o twenty-four months old <u>extensively</u>
twenty-five months and olde		·
9. Annual Rate of Accumulation Letter-size drawers	on of Records ; Legal-size drawers; Shelves;	Other (specify) Butes - Records
Ford Center Syp	. approximately 100 to 144 a year	

YES NO	10. Questionnaire	(Place an ")	(" in the proper $lpha$	olums:) 🚅	Á			
x	a. Is this the office of the life of the l	• •	series?					
х	b. Does the series Only acce	contain confid oted propos	lential information a Is become p	n raquiring s OUDITC TE	ecurity hand COrds.	lling? If yes, cite	law or regulation	i. ,i
X	c. Is this a vital re			1				
^X	d. Does this serie					· .		
	e. When one or to			necessary to	keep the en	itire file for a long	period, could th	ese
	f. Is the information	scheduled separ		hublished?	if was attack			
	g. Is the informat						report?	
	If yes, attach o			silary zea dire	i/OI Tecordec	7 111 & SUITHINGT IZEU	(about:	
X	h. Is there a dupl If yes, where?	ication of this s	eries in your offic	e, or in anot	her office or	agency?		
			on of it) regularly		17			
			n a computer prin					
11. Retention	on Requirements	Th	e following requir	es the series	to be kept:			
a. State	Law		years.	đ.	Audit period	d		years.
b. Statu	ite of limitation	4*	years.	e.	Administrat	ive need	7	years.
c. Fede	ral law		years.	f.	Federal rete	ntion instructions	s	years,
Attach o	copy or excerpt of I	aws or regulation	ons. Explain admir	nistrative ne	ed.	•		
Office	reference re	equires sev	en-vear rete	ention fo	r curren	t and future	bid-riaaino	1
invest	igations.	•	•				-	
0.C.G.	A. states tha f crime, but	t all felo	ny prosecuti	ons must	be broug	ht within fo	our years af	ter commis-
12. Approve	d Disposition Instr	uctions Th	is agency recomm	ends that th	e file series b	e cut off at the e	nd of each:	ccachea).
			Calendar Year; K					then
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	in the current file:				s); then			
्री Trans	sfer to local holdin sfer to State Recor	g area, hold	year(s);	; then				
		ds Center; hold	yea	r(s); then				
XX Destr	•							
	sfer to State Archiv r <i>(Specify)</i>	ves for permane	ent retention.					
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	Recommende	d retention	n pre/Nod fulf	Fills adm	inistrat	ive requirem	ents.	
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These in	structions apply to	all prior and fi	uture accumulatio	ne of the ser	ine			
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Agency Head	/Designee (Signat	ture)	Date	Records M	anagement (Officer (Signatur		Date
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<i></i>	21 -0000		10/3/01		<u> </u>			. , 0/8/
D				Sta	te Records (Committee (Sign	ature)	Date
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,	approved. ed, attach letter	State Aud	itor/Designee	IN	~~	June 1	<u> </u>	3-87
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AR-80-74 5	76	Attorney Ge	eneral/Designee	de	viel ,	huff	No No	15/81

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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date		Application Number
September 18, 197	B Department of Transportation	73-468-A
Application Number	Contracts Administration	Date Received Date Completed
•	Atlanta, Ga. 30334	SEP 2 8 1978 OCT 1 8 1978
2. Person to Contact	. Working Title	Telephone Number
Phil King	Engr A	The state of the s
3. Action Requested		
	Schedule; record will continue to accumulate.	
	occumulation; no further accumulation anticipated.	
c. Amend Application	No. 73 468 Check One: Change: Superced Series Title (followed by title used in office; if di	
4. Dates of Series Earliest Latest	3. Necords Sarias Title (Tollowed by the osed in drifte; if di	Terent)
1974 Present	Rejected Contractor's Bid Pr	oposal File
6. Division and Office Function		
The Office of Co	nstruction is reponsible for lending 1	
	r on construction, for reviewing the o	
	he quality standpoint, for making dec	
	related to construction contracts and	
	ects of the Department.	
7. Record Series Description	This file contains the following documents (include form nu	mbers and titles, if any):
Dogumente relation to: 7218	Attach samples of the file.	actors for the construction
of highway projec		
of figuray projec		
Included are:	ontractor's Proposal	
·	pecial Provisions	
	upplemental Specifications	
	appremental opecities of the control	
File is arranged: C	hronologically by letting date.	
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months oldtwenty-five months and older	20 ; Seven to twelve months old 1 ; Thirteen to ir?	twenty-four months old;
9. Annual Rate of Accumulation	on of Records	
Letter-size drawers	; Legal-size drawers; Shelves; (ther (specify) Boxes - Records
Center Type appro	ximately 50 - 60 per year.	

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	published? If yes_attach ccov.	Java zeisaz eidt ni	benistnop noits	ी. 1ड रोष्ट्रं वर्ग दीरे	X	
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		al or long term re	DIJESTIL BAEL SA	d. Oces chis seri	X	
ion,	on requiring security handling? If yes, cite law or regular ome public records.		itheo nie:neo re om di la dia dia	ine: em 2eoO .d	X	Χ
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STATE . OF GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

GEORGIA RECORDS DISPOSITION STAINDAR	RECORDS MANAGEMENT DIVISION
1 Application Date - INSTRUCTIONS: See separate instructions for completion of	FOR RECORDS MANAGEMENT DIVISION USE
7/// 73 front and reverse of this form. Sign original and two copies	Date Received Application No. Date Completed
2. Agency Application No. and forward to Department of Archives and History, Attention:	7-11-72 72 11/0 111 02 1072
Records Management Officer.	7-11-73 73-468 JUL 27 1973
3. AGENCY, Division, Subdivision & Administering Office Address	4. Person to Contact
Department of Transportation	Charles Goddard
Division of Administration Office of Contracts Administration	
Atlanta, Georgia	5. Working Title 6. Tel. No. 656-5293
7. ACTION REQUESTED	
	E OF PRESENT ACCUMULATIONS; THER ACCUMULATION ANTICIPATED.
	THE ACCOMMENTATION AND ADDRESS OF THE AC
8. Earliest & Latest Dates of Series 9. Exact Series Title	
1967 - To Bate REJECTED Contractor's B	id Proposal File
10. What is the function of the office in which this record series is created	
The Division of Administration provides staff support to	the Department in the group of
The Division of Administration provides staff support to general accounting, audits and fiscal procedures, person	
procurement and administration, equipment control, purch	
control, general files, records management, Department b	
11. This file contains the following documents (include form numbers and titles,	if any and file arrangement).
Documents relating to bid proposals submitted by contract	tors for the construction of
highway projects that are rejected by the Department.	
Included are: Contractor's Proposal	
Special Provisions	
Supplemental Specifications	
	Control of the second s
File is arranged chronologically by letting date.	
ATTACH SAMPLES OF THE FIL	.E
\cdot	

12 EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records		No. of	Drawers	Cu. Ft. of	Records
Letter size File Drawers			·	ANNUAL RATE OF ACCUMULATION	1	.3	20)
Legal-size File Drawers	1			Floor Space Occupied (Square Feet)	In Off	fice(s) is	Sterage A	res(s)
Boxes		60	120		This Year's	Lest Year's	Preceding Year's	All Prior Year's
2				AVERAGE DAILY REFERENCES	20	1	per mor	th

	lain YES 3 N	VO
13. Is this the Record Copy of the series?		1
14. Is there a duplication of this series in another office or agency?	() (x	【 】
15. Is the information contained in this series ever summarized or published?	Attach copy of summary or publication. []	ζ]
16. Does the series contain classified information requiring security handling? are confidential. Only the proposal that is accepted public record.	The rejected proposals [X] becomes a matter of]
public record. 17. Does the series initiate, amend or terminate agency policies and procedure.	s? — — — — — — — — — — — — — — — — — — —	ζ]
18. Could the function be performed if the files were lost or destroyed?		ζ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?		ζj
20. Does the record series provide data as input to an EDP file?	ξ] [<u>k</u>]
21. Does the record series contain documentation produced as EDP printout?	$t_1 + t_2$	κ]
22. Has the Federal Government issued instructions governing retention/disp	osition of these files?	ĸ]
23. Will there be a need for these records 10, 15 years from now? If yes, w	hat?	x 3
24. REQUIREMENTS. The following requires the files to be kept	years:	``
LAW LIMITATION PERIOD LAW	L e. [X] ADMINISTRATIVE f. [] HISTORICAL DECISION VALUE	•
(Cite Law, Statute, or other reason for the	retention requirement)	Parks .
(Cite Law, Statute, or other reason for the 25. AGENCY RECOMMENDATIONS: This agency recommends that the file s -[] CALENDAR YEAR -[X] FISCAL YEAR -[] Other	eries be cut off at the end of each	:n
25. AGENCY RECOMMENDATIONS: This agency recommends that the file s -[] CALENDAR YEAR -[X] FISCAL YEAR -[] Of [] Hold in the current files area month(s)/ year(s): [X] Transfer to [X] State Records Center [] Local Holding Area; ho	ther specification of the specific spec	<u>-</u>
25. AGENCY RECOMMENDATIONS: This agency recommends that the file s -[] CALENDAR YEAR -[X] FISCAL YEAR -[] Of [] Hold in the current files area month(s)/ year(s): [X] Transfer to [X] State Records Center [] Local Holding Area; ho	series be cut off at the end of each ther	**************************************
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25. AGENCY RECOMMENDATIONS: This agency recommends that the file s ·[] CALENDAR YEAR ·[X] FISCAL YEAR ·[] Of [] Hold in the current files area month(s)/ year(s): [X] Transfer to [X] State Records Center [] Local Holding Area; ho [X] Destroy. [] Transfer to State Archives for permanent retention. [] Destroy immediately after cut-off. [] Other: (Specify) Rationale: The recommended retention period fullf (Indicate briefly rationale for recommendations above Attach Samples of the Series Recommendations [] Approved [] Disapproved	decords Management Offer Topology/Designee Date//Designee Designee Design	
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